

College of Education Post Tenure Review Guidelines

I. Departmental Governance Document

The responsibility for the post tenure review will be at the departmental level and standards and procedures for the post tenure review shall be included in the departmental faculty governance document. The document will include:

- The composition and means of selection of review committees
- Mechanisms for excluding individuals from review committees if there is the potential for a conflict of interest
- Procedures to be followed in conducting the review
- The role of the DEO in the review process
- The process and circumstance under which a review may be postponed
- The means by which individuals being reviewed will submit materials
- Procedures for use of external evaluations if they are used as part of the review process
- How post tenure procedures will be approved and modified

II. College Guidelines

UCollege Post Tenure Review Document

The college document sets forth standards and procedures governing the post tenure review. Department documents may more specifically define standards and procedures, provided that they do not conflict with the college policies.

Faculty Designated for Review

Individuals who will be reviewed on a periodic basis include:

- Tenured faculty
- Continuous adjuncts

The Review Committee

A minimum of three faculty members will conduct the review. The DEO will not be eligible to serve on the committee.

- Committee members will be at or above the rank of the individual being reviewed.
- One faculty member external to the department may be appointed to the committee.
- External reviewers are not required but may be used.

Joint Appointments

- For faculty holding rank in more than one department, the review will be the responsibility of the primary department, but advice shall be solicited from the secondary department.

Timelines

- Post tenure reviews will be conducted for designated faculty at least once every five years.
- Reviews for the purpose of promotion recommendations may be used in lieu of a post tenure review provided that negative reviews will include a performance plan for future development.
- Departments have the option of developing a phase-in plan that provides for one-third of the tenured faculty to undergo a review over the next three years. Individuals recently promoted will not be scheduled for a post tenure review for a period of five years from the date of the last promotion.

Materials to be Reviewed

- The faculty member under review will submit a vita and a portfolio which will document activities beyond those contained in the vita. The portfolio should document activities related to responsibilities in the areas of: teaching, research/creative activities, extension/professional practice activities, and institutional service. Evaluations shall be based upon the position responsibilities of faculty members and other activities that relate to faculty appointments.
- External reviews if deemed necessary by the department

Use of the Results of the Review

- Recommendations for enhancing the performance of the faculty member will be made by the faculty committee, including a plan for future development. Where appropriate, a recommendation concerning the modification of the faculty member's position responsibility may be made.
- The DEO will include an assessment of the implementation of the improvement plan in subsequent annual reviews.

Communication Beyond the Department

- The DEO shall forward a copy of the committee report, the DEO's evaluation, the DEO's comments concerning the development plan, and a copy of the faculty members response, if any, to the Dean's Office.

Mechanisms for the Faculty Member to respond

- The faculty member will receive a written copy of the results of the post tenure review.
- The DEO will meet with the faculty member to discuss the review and the development plan. If a faculty member believes that he or she has been evaluated unfairly, a written response should be presented to the DEO. The faculty committee and the DEO will address the faculty member's concerns and respond to the faculty member in writing.
- If the faculty member continues to believe that he or she has been evaluated unfairly, the faculty appeals process should be followed.